



## School Administration

### FIELD TRIPS, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS

#### Policy

The Board of Directors recognizes the value of educational field trips, tours, and projects, which involve travel away from the classroom and supports such trips when they are a planned extension of the school's instructional program. Such field trips are permitted provided the following regulations are strictly applied.

#### Procedures

1. Principals have the authority to approve travel for day field trips.
2. The Superintendent has the authority to approve travel for overnight trips.
3. In all cases initial approval for a field trip must be sought from the appropriate authority and obtained prior to the commencement of discussion with students and parents, and before any detailed planning or fundraising occurs. For trips outside of the province, consult superintendent before completing forms.
4. In seeking final approval from the appropriate authority, the teacher shall complete the Field Trip Approval Form 338.
5. No student will be refused travel where they are legitimately unable to meet the costs of the field trip. All families are encouraged to support the school's fundraising activities.
6. Where the sponsor teacher or chaperone's expenses will be borne in whole or in part by student fundraising this arrangement must be made known to parents and students before any monies are collected.
7. A qualified lifeguard must be on duty when field trips include any water activities. A copy of the life guard's current certification must be accompanied the field trip plan.
8. Where overnight travel includes male and female students, chaperones of both genders must be included.
9. Any one trip will not normally involve more than five school days.
10. Where a field trip includes a weekend, provisions should be made for students to attend Mass.
11. Parental approval must be obtained for each student participating in the field trip. Parents should sign a consent, authorization, waiver form, which includes the following information:
  - 11.1. destination arranged
  - 11.2. supervision
  - 11.3. dates and times of leaving and returning
  - 11.4. full itinerary of activities
  - 11.5. transportation plans
  - 11.6. any extraordinary risks associated with the trip

- 11.7. costs
- 11.8. educational objectives

12. The CIS Board of Directors requires the following minimum teacher/adult chaperone supervision ratios:

- Kindergarten 1:6 \*
- Grades 1 – 3 1:8 \*
- Grades 4 – 6 } 1:10
- Grades 7 – 8 }

\* Please note that overnight trips for K – Grade 3 students **are not** permitted.

14. Levels of supervision may change based on the following considerations:

- 14.1. Weather conditions at the time of the activity
- 14.2. Behavioural concerns
- 14.3. The degree of risk
- 14.4. The degree of interaction with outside groups
- 14.5. Any other aspect which may risk student safety

15. Excluded Activities—The CISP Board of Directors **will not permit** the following high-risk activities to occur on any school sponsored field trip.

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| 15.1. Air travel other than by commercial airline | 15.10. Rock Climbing (Wall climbing activities are permitted) |
| 15.2. Bungee jumping                              | 15.11. Scuba Diving   |
| 15.3. Caving                                      | 15.12. Skateboarding  |
| 15.4. Hang Gliding                                | 15.13. Ski Jumping  |
| 15.5. Parasailing                                 | 15.14. Sailing  |
| 15.6. Hot air balloon rides                       | 15.15. Snowmobiling   |
| 15.7. Ice Climbing                                | 15.16. Trampolining   |
| 15.8. Paintball/War games                         | 15.17. Whitewater rafting                                     |
| 15.9. Rifle ranges or any activity involving guns | 15.18. Winter camping   |
|   | 15.19. Powered watercraft                                     |

- Downhill skiing and snowboarding should only be allowed in supervised (Canadian Ski Patrol) ski resorts. Supervision ratios as determined in Regulation 13 may require higher standards according to weather and hill conditions.
- Water activities including; swimming, canoeing and kayaking, **must have the supervision of a qualified lifeguard.**

16. Teachers travelling with students must be in possession of a listing of all students travelling, together with parent contact numbers, medic-alert information, care card numbers, and physician contact numbers. Should an emergency occur on a field trip, the sponsor teacher will contact 911(if required) and do what is required to ensure the safety of all students and staff on the trip. The sponsor teacher will promptly notify the principal who will coordinate communications with parents, other staff, and the community. If medical care is provided (e.g. ambulance) or a person is taken to the hospital, the Principal informs Superintendent or designate. If there is a vehicle accident or death, Principal will contact Superintendent immediately.

17. The organizer(s) of the fieldtrip is/are responsible to ensure adequate supervision of all students

for the entire field trip.

18. Student behaviour on trips away from the school must conform to the School Code of Conduct and the expectations for conduct of the bus or transit company. Before leaving the school, the bus driver is expected to review all emergency procedures with students and staff riding the bus.
19. Where volunteer drivers are used, each driver must complete a volunteer driver application form prior to departure.
20. Sponsors and chaperones are prohibited from the use of alcohol or drugs for the duration of the field trip.
21. Students are to be always under direct supervision of adults. Free unsupervised time should be avoided.

<b>References:</b> <i>Form – Educational Field Trip Application Form 338</i>	<b>Date:</b> August 2023
	<b>Revisions:</b>